

Pleasant Valley Recreation and Park District, CA



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

RECREATION MANAGER

Department: Recreation

Pay Grade: F109

FLSA Status: Exempt

JOB SUMMARY

Supervise the delivery of all recreation programs, services, and activities for the District. Responsibilities entail accountability based on measurable cost-effective results for the substance, efficiency, productivity, and quality of activities performed by the Recreation Department and assigned management, supervisory and support staff. Responsible for department contract administration. Provide written and oral reports to the General Manager and the Board of Directors. Oversee and work closely with the Foundation for Pleasant Valley Parks and Recreation.

ESSENTIAL JOB FUNCTIONS

- Supervise the administrative functions of the recreation department.
- Oversee department management staff with the development of the department's preliminary budgets, monitor and administer the final department budgets; recommend program fees and expenditures; monitor and track expenditures.
- Attend all board meetings; prepare and present staff reports and other necessary correspondence.
- Supervise the use/scheduling of District recreational facilities.
- Maintain communications, advocate, and establish effective working relationships with co-workers, supervisors, other governmental agencies non-profit organizations, civic groups, elected and appointed officials, community groups, and the public-at-large.
- Respond to injuries by administering First Aid, CPR, and rescue breathing if needed and adhering to District guidelines, policies, and procedures.
- Represent the department/District on various boards, committees, and within community, government, and civic organizations.

- Respond to public and internal inquiries made by telephone, correspondence, or during public meetings about activities, programs, and events while maintaining a professional attitude and appearance.
- Oversee marketing/programming material for recreational programs to include public relations, print materials, and digital media.
- Directly supervise and manage employees and volunteers, includes onboarding, training, scheduling, professional development, HR related items while adhering to District guidelines, policies & procedures.
- Oversee and review department activities, projects, programs, and staffing while evaluating work products, methods, and procedures, conduct special projects including capital improvement planning and the development of new recreational facilities.
- Evaluate programs and facilities to ensure optimum utilization and service to community to ensure recreation programs meet the needs of the community of all ages and abilities, while implementing market driven initiatives.
- Develop, oversee, and recommend the implementation of department short and long-term goals, strategies, and objectives to keep pace with community demands and needs.
- Meet with civic organizations and individuals to promote programs and obtain input regarding service delivery and community needs.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of recreation and parks.
- Perform other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in recreation, physical education, leisure studies, sociology, gerontology, communications, health care profession, or related field with a minimum of four (4) years of progressive experience in recreation, or equivalent combination of education and experience. May require specialized knowledge within the department assigned, including laws/regulations governing recreation programs. Certification as Parks and Recreation Professional is desirable.

Special Qualifications:

Position requires average amount of driving, therefore, must have daily access to a vehicle, and possess a valid driver's license with a clean California Department of Motor Vehicle record, and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required no later than six (6) months after employment.

Knowledge, Skills, and Abilities:

- Knowledge of common office practices; current recreation trends; principles of supervision, employee motivation, training, and performance evaluation.
- Knowledge of social and advocacy programs, services, and activities within the recreation field; laws and regulations governing recreation programs.

- Ability to read, analyze, and interpret periodicals related to area of expertise, technical procedures, or government regulations.
- Ability to write reports, correspondence, procedure manuals, or articles. Ability to effectively communicate, present information in oral and written form, and respond to questions from managers and the general public; interpret and explain pertinent District policies and procedures.
- Ability to assist in the development and monitoring of an assigned program budget; develop and recommend policies and procedures related to assigned operations; coordinate, organize, implement, and publicize recreation and leisure time activities and specialized events.
- Knowledge and experience with materials, methods, practices, and equipment in relation to recreation programs.
- Knowledge and principles of supervision, employee motivation, training, and performance evaluation.

PHYSICAL DEMANDS

The work is categorized as medium. Additionally, the following physical abilities are required:

- Mobility: frequently required to stand, sit, twist, and walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl.
- Lifting: frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 75 pounds.
- Dexterity: use hands to finger, handle, or feel.
- Hearing/Talking: frequent hearing and talking, in person and on the phone or two-way radio.
- Vision: Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone.
- Environmental: frequent exposure to heat, cold, and inclement weather conditions.

WORK ENVIRONMENT

While performing the duties of this job, the employee is occasionally exposed to the risk of electrical shock. The noise level in the work environment is usually loud.

Pleasant Valley Recreation and Park District has the right to revise this position description at any time and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date